

<div>RATES FOR QUARTERS AND SERVICES FURNISHED FEDERAL EMPLOYEES</div> <div>ESTABLISH <input type="checkbox"/> CHANGE <input type="checkbox"/> TERMINATE <input type="checkbox"/></div> <div>INSTRUCTIONS: Official in charge will submit an original and 4 copies to the RAO. Original retained by RAO; one copy to the Employee; one copy to SPO; one copy to Official in Charge of field location; and one copy to Area Director. Refer to AM-245.1</div>		1. NAME OF EMPLOYEE (Last, First, Middle Initial)	
		2. SOCIAL SECURITY NO.	3. CHECK CHARACTER
		4. LOCATION, AREA & REGION	5. EFFECTIVE DATE OF ACTION
		6. BUILDING NAME OR NO.	7. ANNUAL QUARTERS RENTAL RATE
		\$	
8. REMARKS (Explain all changes and if rate change show old rate)		FURNISHED BY FEDERAL GOVERNMENT	
		UTILITIES AND SERVICES	ANNUAL COST
		9. Electricity	
		10. Telephone	
		11. Coal	
		12. Gas	
		13. Oil	
		14. Water	
		15. Trash Collection	
		OTHER (Specify)	
		16.	
		17.	
		18. TOTAL ANNUAL RENTAL RATE -- UTILITIES AND SERVICES	\$
19. BI-WEEKLY DEDUCTIONS	* \$		
EMPLOYEE'S NOTIFICATION			
20. SIGNATURE OF EMPLOYEE		21. DATE SIGNED	
APPROVAL BY RAO			
22. SIGNATURE	23. TITLE	24. DATE SIGNED	
FOR TERMINATIONS ONLY			
25. DATE QUARTERS VACATED AND SERVICES DISCONTINUED (Same as item 5)	26. REMARKS		